

**APPROVED MINUTES**  
**Lindenhurst Memorial Library Board of Trustees Board Meeting**  
**Monday, September 20 at 6:30 pm**

The Lindenhurst Memorial Library held a regular board meeting on September 20. Board Members Jane Dietz, Lori-Ann Novello, and Kenny St. John were present, as was Library Director Lisa Kropp. Gary Gonzalez and Brian Costello, of Park East Construction, were also present. Board member Gabrielle Giacomazzo was absent with notice.

Board President Jane Dietz called the meeting to order at 6:31 pm.

Motion to adopt the meeting agenda made by Mr. St. John, seconded by Ms. Novello. Motion carried. (3-0)

Motion to adopt the prior meeting minutes from the August 17 meeting made by Mr. St. John, seconded by Ms. Novello. Motion carried. (3-0)

Gary Gonzalez from Park East Construction gave a building project update, a copy of which is in the original board meeting packet. Electrical connections are now operational for the construction trailers. The Express Library is now operational in the building. Work is about to begin with concrete and steel footings for the new expansion. Some regrading of the grass and reconnection of sprinklers will take place. He introduced Brian Costello, who has many years of experience in management with Park East, and who will replace Jim Burke (out on medical leave) as the day-to-day CM on duty.

Motion to approve an invoice from Cooper Power & Lighting Corporation, for \$28,511.87, made by Ms. Novello, second by Mr. St. John. Motion carried. (3-0)

Motion to approve an invoice from Renu Contracting & Restoration, for \$651,048.30, made by Ms. Novello, second by Mr. St. John. Motion carried. (3-0)

Motion to approve an invoice from BBS Architects, for \$3,577.61, made by Ms. Novello, second by Mr. St. John. Motion carried. (3-0)

Ms. Kropp noted in correspondence her letter to the school district regarding parking difficulties after school on Lee Avenue, and that the library's parking lot is not available due to construction for after school pick-ups.

Motion to adopt the Treasurer's Report, including receipts and disbursements, warrants and cash flow, made by Mr. St. John, seconded by Ms. Novello. Motion carried (3-0).

Ms. Kropp presented her Director's Report, a copy of which is in the original board meeting packet. Of note in her report was mention of the success the "Out and About" campaign of library staff attending outreach events this summer throughout the community, as well as the success of the virtual summer reading program.

There was no update from the Friends of the Library. There next meeting is on September 28 virtually, at 7:00 pm.

**Committee Reports:**

Budget and Finance- no report. Committee will meet again in November to begin the 2022-23 budget process.

Infrastructure – Committee met on September 15. Report given under Building Project report.

Personnel – no report.

Policy – no report.

Strategic Planning – Mr. St. John shared that the committee met on September 16, and would like to include a goal from the Strategic Plan on each board meeting agenda as staff engage with the document again to keep it moving forward.

There was no unfinished business to discuss.

Under new business, the Board discussed the current guidelines regarding vaccinated and unvaccinated employees, mask mandates, and COVID-19 guidelines. Signage will be placed on the entrance stating: “Masks are not required for vaccinated visitors, but are appreciated. Masks are required for unvaccinated visitors.” Staff that are not vaccinated must wear a mask in all areas of the building, and should be filling out the daily health assessment form before each shift.

Ms. Dietz requested that to engage in trustee training (now mandated by NYS for two hours annually), the board discuss sections of the Trustee Handbook at each board meeting. For the October meeting, she asked that board members read pages 15, 17 and 18 on the duties and responsibilities of a board member.

With no further business to conduct, Ms. Dietz adjourned the meeting at 7:55 pm, on a motion by Mr. St. John, seconded by Ms. Novello. Motion carried. (3-0).

Future Board meeting date: Saturday, October 16 at 9:30 am at the Lindenhurst Memorial Library.

Lisa Kropp

Kenneth St. John

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Recorder of Minutes

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Board Secretary